



Plan Check/Permit Submittal Application

Public Works Department Engineering Division

Effective: July 1, 2013

Updated: September 1, 2014

Applicant.....	FOR STAFF USE ONLY: Project No.: _____ Date Submitted: _____ Accepted By: _____ Engineer..... Contact Name... Address..... City, State, Zip... Telephone No.... Fax No..... E-mail.....
Contact Name....	
Address.....	
City, State, Zip....	
Telephone No.....	
Fax No.....	
E-mail.....	
Project Name.....	
Project Location...	
APN.....	

Engineering/Infrastructure Review Acres/Lots <input type="checkbox"/> Tentative Subdivision Map Review Fee \$2,937.00 + \$10/lot <input type="checkbox"/> Tentative Parcel Map Review Fee \$1,705.00 + \$10/lot <input type="checkbox"/> Tentative Parcel Map Waiver Fee \$ 753.00 <input type="checkbox"/> Industrial/Commercial Fee (1 acre & above) \$2,156.00 + 1,000/acre Conditional Use Permit & Design Review <input type="checkbox"/> Industrial/Commercial Fee (under 1 acre) \$1,024.00 Conditional Use Permit & Design Review Project Processing & Review Deposit for actual cost, including but not limited to, project coordination, plan check, agreements, contractual services and legal review as necessary or required for project processing, approvals and acceptance. Final Map Checking – Deposit for Actual Cost <input type="checkbox"/> At the time of first submittal \$2,937.00 + \$30/lot <input type="checkbox"/> Parcel Map Waiver Fee \$1,485.00 Plan Checking – Deposit for Actual Cost <input type="checkbox"/> Grading Plans – 3% of the estimated cost of the grading and associated improvements Public Improvements and Private Streets <input type="checkbox"/> 2.5% of construction cost of first \$250,000, plus <input type="checkbox"/> 2.5% of construction cost from \$250,000 - \$1,000,000, plus <input type="checkbox"/> 2% of construction cost over \$1,000,000, plus <input type="checkbox"/> Additional deposit of ½% of construction cost if costs exceed fees collected. Other On-Site Private Improvements <input type="checkbox"/> 1% of construction cost at the time of first submittal <input type="checkbox"/> ¼% of construction cost additional deposit if costs exceed fees collected. Document Review <input type="checkbox"/> Legal Description and Plat for Abandonment \$ 140.00 <input type="checkbox"/> Certificate of Correction \$ 140.00 <input type="checkbox"/> Dedication Documents \$ 140.00 <input type="checkbox"/> Legal Description \$ 140.00 <input type="checkbox"/> Miscellaneous Document Review \$ 140.00 <input type="checkbox"/> Plan Revisions (after approval – per sheet) \$ 140.00 Overhead Multiplier As shown in the Cost Allocation Plan ("CAP") per Department and position performing work (Step E including overhead). Legal Review – Actual Cost: Consultant cost + 20% City. Administration City Staff – total Hourly Rate, Step E.	Engineer's Cost Estimate <input type="checkbox"/> Transportation Permit Processing Fee \$ 16.00 Encroachment Permit Processing Fee <input type="checkbox"/> Subdivision/Development \$ 141.00 <input type="checkbox"/> General (All Other) \$ 70.00 <input type="checkbox"/> EP – Utilities Cost of work > \$10,000 \$ 374.00 <input type="checkbox"/> EP – Utilities Cost of work < \$10,000 \$ 139.00 Grading Permit Processing Fee <input type="checkbox"/> 10,000 cubic yards or less \$ 141.00 <input type="checkbox"/> Over 10,000 cubic yards \$ 729.00 Inspection Fees Publicly Maintained Improvements (Streets, Water, Sewer, Storm Drains) <input type="checkbox"/> 5% first \$100,000, plus <input type="checkbox"/> 4% next \$300,000, plus <input type="checkbox"/> 4.5% second \$100,000, plus <input type="checkbox"/> 3.5% over \$500,000 Privately Maintained Improvements <input type="checkbox"/> 2% first \$100,000, plus <input type="checkbox"/> 1% next \$300,000, plus <input type="checkbox"/> 1.5% second \$100,000, plus <input type="checkbox"/> ½% over \$500,000 Grading and Associated Improvements <input type="checkbox"/> 3.5% of estimated costs Miscellaneous Inspections (Per Hour)* \$194.70/hr Construction Inspector II Step E rate per CAP (including overhead) <input type="checkbox"/> Inspection Fees – Miscellaneous** Prorated based on hourly inspection fee \$ 194.70/hr <input type="checkbox"/> Trenching or Utilities \$ 194.70/hr <input type="checkbox"/> Curb Cut/Driveway & Curb/Gutter Install \$ 3.02/lf <input type="checkbox"/> Curb Drain \$ 15.58/ea <input type="checkbox"/> Excavation \$ 1.54/lf <input type="checkbox"/> Paving – Conforming Paving \$ 1.73/sf <input type="checkbox"/> Paving – Minor Pavement Repair \$ 97.35 <input type="checkbox"/> Paving – Street Lane \$ 2.04/sf x 3% cost <input type="checkbox"/> Install Sidewalk \$ 0.33/lf <input type="checkbox"/> Install Access Ramp \$ 54.52/ea <input type="checkbox"/> Sewer Tap or Cap at Main \$ 130.45/ea <input type="checkbox"/> Sewer Cap at Property Line \$ 40.89/ea <input type="checkbox"/> Water/Sewer Repair or Abandonment \$ 194.70/ea <input type="checkbox"/> Street Light \$ 54.52/ea <input type="checkbox"/> Wells – Drilling Permit \$ 79.83/ea <input type="checkbox"/> Wells – Abandonment Inspections \$ 40.89/ea *Minimum ½ hour **Prorated % of time to perform service based on hourly inspection fee
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Miscellaneous Fees

- ☐ **Public Outreach/Educational Items** - No Charge
- ☐ **Apportionment Processing Fee**
Actual Cost per Consultant Contract (\$1,800 + \$25 per parcel) + \$282.00 City Fee
- ☐ **Contra Costa County ("CCC") Flood Control Area Drainage Fees**
As set forth in CCC Ordinance at time of Final Map approval.
- ☐ **Reimbursement Area Fees – Per Development Fee Program as Calculated by City Engineer.**
- ☐ **Lot Line Adjustment** (per parcel) \$ 709.00
- ☐ **Base Map Revision Fee** (per parcel) \$ 51.00
- ☐ **Traffic Signal Maintenance – Deposit for Actual Cost** \$5,620.00
Once energized by PG&E until project acceptance
- ☐ **Community Facilities District Formation/Annexation****
Initial Deposit for Actual cost per Consultant Contract + \$205.00 City Fee

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CFD & LLAD Annexation/Formation Fees		
Type of Property	No. of Parcels at Buildout	Annexation Fee
Residential	Up to 5	\$1,500
	6 to 100	\$3,000
	101 to 200	\$3,500
	201 to 300	\$4,000
	301 to 400	\$4,500
	401 or more	\$5,000
Commercial or	Up to 5 acres	\$3,000
	5 – 10 acres	\$3,500
Multifamily	10 acres or more	\$4,000

- ☐ Photo Copies: Pages 1 – 20 = \$ 0.28 Pages 21 on = \$ 0.10
- ☐ Oversized Xerox Copies (larger than legal) \$ 3.22
- ☐ Plotted Maps (Color & Black/White) \$ 18.20
- ☐ Drains to Creek Marker \$ 7.25
- ☐ Aerial Photo on CD only – Geo Photo \$ 59.00/ea
- ☐ Aerial Photo on CD only – Ortho Photo \$118.00 per tile
- ☐ Copies Provided on CD \$ 11.77

TOTAL FEES DUE:

Final/Parcel Map Deposit \$ _____

Grading Deposit \$ _____

Public/Private Improvement Deposit \$ _____

Permit Fee \$ _____

Grading/Improvement Inspection Fee \$ _____

Other Deposits/Fees \$ _____

TOTAL \$ _____

Plan Check Submittals Applicant Checklist

The following items must be included in the original submittal package. Applications failing to include one or more of these items will not be accepted for processing. All plans shall have required signatures prior to submitting for final plan check and approval.

All Plans Shall be Folded not Larger than 9" x 12"

First Plan Check

- ☐ 8 sets Improvement Plans (prepared under the direction of and signed by a Registered Civil Engineer).
- ☐ 4 sets Final Map and Grading Plans (prepared under the direction of and signed by a Registered Civil Engineer)
- ☐ 2 sets Hydrology and Hydraulic Calculations (with Hydrology Map)
- ☐ 1 completed copy "Public Improvement Plan Review Check List"
- ☐ 2 completed Quantity and Cost Estimate (City of Brentwood form)
- ☐ Plan/Map Checking Deposit and/or Fees (calculated on application)
- ☐ 2 copies of Preliminary Title Report (current 6 months)
- ☐ 1 set Approved Tentative and underlying Final Map
- ☐ 1 set Conditions of Approval
- ☐ 1 set Adjacent Improvement and Grading Plans
- ☐ 2 copies of Current Soils Report
- ☐ 1 set Sight Distance Calculations
- ☐ 1 set Cross Sections
- ☐ 1 set Closure Calculations
- ☐ 3 sets Legals and Plats
- ☐ Lot Line Application
- ☐ Apportionment Application
- ☐ SWPPP and Copy "Notice of Intent" submitted to Regional Water Quality Control Board if project encompasses 1 or more acres.

Second (and Subsequent) Plan Checks

- ☐ 3 sets revised plans showing all requested revisions, corrections and additions. Additionally, any other submittal information, which required revisions, shall be resubmitted.
- ☐ Return all previous redline copies
- ☐ 3 sets Median/Perimeter Landscape Plans
- ☐ 3 sets Masonry Soundwall Plans and Structural Calculations
- ☐ Any additional information deemed necessary by the City Engineer, or Requested by the Plan Checker.
- ☐ If a letter has been sent out requesting additional funds for the Plan Check deposit account, the additional amount must accompany the Subsequent submittal (unless received by the City prior to submittal).

Applicant's Signature

Date

Print Name

CERTIFICATION: By signing above, I hereby certify that the information furnished above and in the attached exhibits accurately represents the project/work plans and that additional work may be subject to subsequent review and fees.